**Job Description**

Post Title: Employability Coach

Duration: 35 hours per week

Reporting to: Brag Delivery Manager

Salary: £24,388 per annum

Fixed Term contract until 31/03/22 will be extended subject to funding being extended

Scope

The post based at Levenmouth Community Enterprise Centre, is responsible for the delivery of activities related to the operation of Brag’s delivery on behalf of the Fife Employability and Training Consortium – Fife-ETC.

The company specialises in the delivery of learning activities to clients in the main on a 1-2-1 basis either face to face or via digital platforms. There will be some work done with groups of clients, usually not exceeding twenty in number and predominantly through identifying the necessary training required from the solo meetings.

To provide training, support, and guidance to all participants on the programme for them to increase their confidence, skills, and experience and to attain and sustain employment. All such training services will be implemented to Quality Standards, with fair and equal opportunity for all concerned and will be carried out in a healthy and safe environment and in a positive manner suitable to all learners needs.

This role comes with individual targets for the postholder of new registrations and job outcomes for the client group, which are core to the project.

The main tasks and responsibilities are:

Learning

To assess the client’s circumstances and create an action plan that is bespoke, to support specific needs.

To provide key worker support around barrier resolution required, to enter work.

To promote work preparation training, including but not limited to, job search, telephone skills, job applications, interview skills, online job search and application and pre-recruitment assessments.

Ensure record keeping is accurate and up to date.

Provide guidance and support to participants as required.

Liaise with other staff members to ensure effective planning and delivery of all stages of the programme.

Deliver training across multiple digital platforms and in person where appropriate.

To progress to partner organisations to address any related barriers they specialise in or to access training/ job brokerage

General

Attend meetings and conferences as deemed appropriate by the Delivery Manager or which are directly related to the activities of programmes highlighted in the scope.

Attend training that has been agreed, primarily, through a Personal Development Planning process.

To promote and understand using the digital platforms for delivery where appropriate.

To work with delivery partners from Fife-ETC.

To forge new partnerships for referral of client groups.

Undertake any other duties as requested by the Delivery Manager which are in the “spirit” of the post’s intent.

Essential

Good interpersonal skills and ability to manage own caseload.

High standards of personal organisation within working practices, including a methodical approach to work and a highly developed attention to detail.

Experience of providing services to socially and economically diverse communities with appropriate engagement skills to do so effectively.

Experience of engaging with local community groups to establish opportunities for sourcing new clients.

High levels of computer literacy, including spreadsheets, word-processing and a CRM System.

Ability and confidence to deal with representatives of external bodies and organisations.

Excellent written and verbal communication skills.

Evidence of ability to work as a member of a team and independently.

Ability and commitment to share knowledge with peers.

Demonstrable awareness of, and commitment to, quality in the delivery of services

Evidence of ability to work effectively under pressure

Willingness to undertake further professional development as identified

Driver with access to a suitable vehicle.

Desirable

Previous experience of working with individuals who are suffering from long term unemployment and/or multiple barriers.

Experience of direct employer engagement.

Experience of working in the employability sector and delivering employment support is also desirable.

As an employee of Brag Enterprises, the post holder will also be expected to: Contribute to the maintenance of a safe and healthy working environment.

Successfully complete induction training and probationary targets.

Positively promote professional relationships within the organisation, with colleagues, with other professionals and agencies, and the wider community.

Positively promote the organisation and its services

Fully participate in systems, which ensure full attention to confidentiality, equal opportunity and anti-discriminatory practice.

Promote professional standards of service delivery in accordance with policies and procedures.

Ensure that all administrative functions appropriate to the post are carried out to a high standard, in accordance with stated policy and procedure and that appropriate records are maintained

It is the nature of the work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises so that tasks which are not specifically covered in their job description, can be undertaken

‘This post works 100% as part of the Fife Employability and Training Consortium and is funded by European Social Investment Funds 2019-22 through the Opportunities Fife Partner.